

# **Kansas City Composite Squadron Position Policies**

## **DIASTER RELIEF OFFICER (DR) (P213)**

### **SENIOR MEMBER POSITION DESCRIPTIONS**

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

### **DUTIES**

Reports to the Emergency Services Officer

Assists the ES Officer in managing and directing disaster preparedness activities

They shall:

- Develop agreements with state and local emergency management officials pertaining to natural disaster and civil defense activities CAPR 60-3 para 6-2a and 7-4
- Develop a unit disaster preparedness force capable of responding to appropriate requests CAPR 60-3 para 1-4c(2) and 2-2
- Ensure the civil defense and natural disaster training programs are adequate CAPR 20-1 (E)
- Develop operational procedures for rapid alerting and assembling of disaster preparedness task force personnel CAPR 60-3 para 4-4a
- Coordinate wing disaster preparedness evaluations, training missions, and exercises CAPR 60-3 para 1-4c(3) and 3-1
- Know disaster preparedness responsibility of CAP in areas of operation. This includes unit's responsibilities in the State and Region Disaster Airlift (SARDA) plan
- Progress through skill levels to the Master level
- Review and comply with all National, Wing and Squadron Policies

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- Ensure compliance and submit a completed self SUI for Emergency Services by 1<sup>st</sup> of September annually to the Emergency Services Officer and Squadron Commander
- The disaster preparedness officer should be familiar with CAPR 50-15, CAPR 55-1, CAPR 60-1, and applicable Federal Emergency Management Agency (FEMA) publications
- Assistant Disaster Relief Officers must comply with all above requirements